

NHGRI IRB Checklist: New Protocols
(Include 1 copy with submission)

Principal Investigator: _____

Protocol Title: _____

Note: all new Investigators must complete Computer Based Training at <http://www.nihtraining.com/ohsrsite/cbt/cbt.html>.

NEW PROTOCOL FOR IRB REVIEW (original + 25 stapled copies)

- Form 1195 signed by PI, Accountable Investigator, SRC Chair, and Branch Chief
- Protocol Conflict-of-Interest Statement, signed by Deputy Ethics Counselor (DEC)
- Memo to Branch Chief responding point-by-point to Scientific Review Committee (SRC) review
- SRC review
- Table of contents listing protocol and appendices, recruitment materials, and consent forms
- NHGRI Human Subjects Research Protocol
- Target/Planned Enrollment Table
- Appendices including questionnaires, educational materials, investigator's brochure, etc.
- Participant recruitment materials
- Consent form(s)

Materials for full IRB review must be submitted to Victoria Willits, Bldg. 10, CRC/6-3340, by noon on the due date, or they may be reviewed at a later meeting. (See NHGRI IRB Calendar.)

For questions regarding the checklist or submissions, please contact:

Victoria Willits
Email: vwillits@mail.nih.gov
Phone: 301-496-1906

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IRB forms and templates can be found at <http://www.genome.gov/10005807>

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